

OPERATIONAL CONTRACTING SQUADRON

CUSTOMER GUIDE



61 CONS

MARCH 2003

Customer Service...Legally, Innovatively, Ethically, Effectively, and Efficiently!!!

FOREWORD

This guide was developed to familiarize our customers with some routine aspects of the acquisition process.

The information provided is not intended to be used as a substitute for regulatory guidance. In all cases when there may be a conflict between this guide and regulatory direction, the regulatory direction will be followed.

Your comments and suggestions on ways to improve this guide are cordially invited. Please send them to 61st CONS/LGCP, 2420 Vela Way, Ste 1467, El Segundo, CA 90245-4659 or call the Chief, Plans, Programs & Analysis Flight at (310) 363-5115087 or my deputy at (310) 363-1398.



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Commander, 61st CONS

Contracting and Acquisition

LOCAL PURCHASE PROGRAM

This guide outlines simplified policies and procedures for initiating, preparing, approving, and coordinating purchase requests for submission to the Contracting Squadron (61st CONS). It is designed to assist those activities assigned to SMC at Los Angeles Air Force Base, its tenant units, and those organizations that receive acquisition support under the local purchase program. It includes requests funded with nonappropriated funds processed to the 61st CONS according to AFI 64-301.

GENERAL INFORMATION

1. Operational Contracting Mission.

a. The 61st CONS is the agency base organizations use to acquire supplies, equipment, services and construction not otherwise available through other Federal Supply agencies or depots. Local purchase procedures are used to buy at the lowest overall cost through full and open competition to the maximum practical extent. We buy everything from state-of-the-art products such as computers, to building construction, services, and nuts and bolts.

b. 61st CONS is a squadron under the 61st Air Base Group (61 ABG). The squadron consists of two flights: Acquisitions and Plans, Programs and Analysis. The Acquisition Flight has two elements – Infrastructure and Base support. The Infrastructure Element is further divided into two teams – Construction and Civil Engineering Services, while the Base Support Element also consists of two teams – Major Acquisitions and Simplified Acquisitions. Under the Plans, Programs and Analysis Flight you will find the Government-wide Purchase Card (GPC) and Quality Assurance (QA) Programs and Systems Management.

c. All qualified vendors are given an equal opportunity to propose on Government acquisitions using both sealed bidding and negotiated procedures. Sole source purchases are very carefully reviewed and must be justified in accordance with Federal Acquisition Regulation (FAR) procedures. AFI 64-109, Local Purchase Program, is the regulation which prescribes the objectives, policies, functions and methods of control for the local purchase program.

2. Contracting Officials.

a. The Government acquires its supplies/services by spending public funds. In the course of spending public monies, DOD must substantiate its requirements and strictly control its contracting function. This control is accomplished by officially

appointed individuals who have express written authority to bind the U.S. Government to a contractual agreement. The Contracting Officer is the agent who legally represents the Government in this capacity.

3. Explanation of Terms:

a. **Acquisition.** "Acquisition" means the purchasing of supplies or services, including construction, via contract with appropriated funds by and for the use of the United States Government through purchase or lease, whether the supplies or services are already in existence or must be created, developed, demonstrated, and evaluated.

b. **Amendment.** A change to a solicitation made to incorporate different or additional requirements.

c. **Agent.** Authorized Government official who signs contracts on behalf of the Government. **The contracting officer is the only authorized acquisition agent of the Government.**

d. **Automatic Ordering (AO).** An order which is automatically produced by the Standard Procurement System (SPS) based on previous 90 day competitive purchase history.

e. **Blanket Purchase Agreement.** A "call-type" contract method for repetitive simplified acquisitions from an open market vendor. It is similar to a charge account and includes a vendor approved price list. This type of agreement is most effective when decentralized so the user can order their own supplies or services.

f. **Blanket Delivery Order (BDO).** A BDO allows for decentralized (customer) ordering under the terms of a requirements contract.

g. **Brand Name.** Brand-name contracting is the restriction of competition to a particular manufacturer's product. It does not necessarily restrict contracting to a single supplier and is frequently used in obtaining replacement parts, compatible components, or meeting certain technical requirements through OEM recognized dealers or distributors.

h. **Change Order.** Unilateral modification issued by the contracting officer directing a change in a specific contract, order, or agreement.

i. **Contract.** A general term applied to all types of agreements and orders for the acquisition of supplies or services.

j. **Contract Administrative Lead Time (CALT).** CALT is the time required by the contracting office to review and evaluate a PR, prepare and receive bids, proposals, or quotations and award the resulting contract. CALT starts when a properly prepared purchase request, together with other applicable documents, is received in 61st CONS.

k. **Contracting Officer (CO).** A person who, in accordance with the Federal Acquisition Regulation (FAR) and applicable supplements, is appointed a contracting officer and delegated authority to enter into and administer contracts on behalf of the United States of America. The CO is the only person who may lawfully obligate funds, direct contract changes, and render final acceptance of goods or services.

l. **Delivery Order (DO).** An order placed against a requirements type contract. Prices and terms have already been determined for the commodity or service.

m. **Federal Acquisition Regulation (FAR).** Directive which applies to all Federal contracting agencies, not just the Air Force, and is based on Federal Statutes. Includes the Department of Defense FAR Supplement, Air Force FAR Supplement, and command/local FAR Supplements which implement and establish uniform policies and procedures relating to contracting with appropriated funds.

n. **Follow-up by Exception.** Simplified acquisitions are administered on an exception basis which means that the actions covered by the order are considered complete upon distribution of the purchase instrument. Contracting will take no further action unless notified by the office taking delivery of the supplies/services that a formal follow-up is required.

o. **Full and Open Competition.** Full and open competition when used with respect to a contract action, means that all responsible sources are permitted to compete as outlined in Public Law 98-369, Competition In Contracting Act, FAR Part 6.

p. **Local Purchase.** Local purchase is the authorized purchase of materials, supplies, and services with appropriated and nonappropriated funds, by an Air Force installation for its own use or the use of a logistically supported activity.

q. **Negotiation.** Oral or written discussions leading to a mutual agreement on price and contract terms. This in no way should be construed to mean without competition. Negotiation simply allows for further discussions with offerors and revision of prices and contract terms after opening of offers.

r. **Purchase Order (PO).** A simplified contract, under \$100,000, awarded under simplified acquisition procedures (SAP) or up to \$5,000,000, if acquiring commercial items under FAR Part 13, Subpart 5. They are generally unilateral documents, i.e., signed by the contracting officer, but not by the contractor. A purchase order does not normally have the legally enforceability of a formal contract.

s. **Purchase Request (PR).** AF Form 9, DD 1348-1 and -6, DA 3953, DD 448, or other authorized form which is prepared as the request for any contracting action. It is prepared by the activity authorized to request direct contracting support for the purchase of equipment, supplies, services, or construction. A PR will not be acted on until properly certified by accounting and finance and all appropriate documentation is received in the contracting office.

t. **Quality Assurance Personnel (QAP).** The authorized representative of the contracting officer for the technical functions of a service contract. The QAP is **NOT** authorized to direct a contractor to take any action which would affect the terms, conditions, provisions, or price of the contract. execution of an official document (e.g., DD Form 250, Material Inspection and Receiving Report.

u. **Receiving Report.** DD250 Receiving reports document the receipt, inspection, and acceptance of items and services by persons authorized usually by the organization's Responsibility Center Manager, Cost Center Manager, or Resource Advisor. The timely delivery of a receiving report to the designated location is extremely important because the Defense Finance and Accounting Service (DFAS) will not render payment to the contractor until they have received a properly prepared receiving report. (See Attachment 3)

v. **Requirements Contract.** A contract where prices are established for the supplies or services but the quantity is estimated and frequency of deliveries are indefinite. Under this type of arrangement, delivery orders are used to order needed supplies or services.

w. **Simplified Acquisitions.** The processing of orders for open market supplies and services costing less than \$100,000, or placing of delivery orders against an existing contracts. FAR Part 13.5 provides special authority for acquisitions of commercial items exceeding the simplified acquisition threshold (SAT) but not exceeding \$5,000,000, including options. Simplified negotiation procedures are allowed which significantly reduce the CALT and administrative processing cost of the acquisition.

x. **Sole Source.** Sole source acquisition means the supplies or services are only available from or performed by one source. It eliminates all competition and requires pricing support from the customer. It is most frequently used in obtaining repair services on specialized equipment, in purchasing items which are patented by one company, or when only one unique or specific item can meet the minimum needs of the Government. Adequate written justification must be provided commensurate with the dollar value of the acquisition (see paragraph d on page 20).

y. **Solicitation.** A request for vendors to submit offers based on government requirements.

(1) **Request for Quotation (RFQ).** A solicitation issued for simplified acquisitions; generally done electronically or by telephone, entailing simplified negotiation procedures, and resulting in the placement of purchase orders.

(2) **Invitation for Bid (IFB).** Contracting or acquisition by competitive bidding based on a firm requirement. Bids are firm and can't be changed after public opening.

(3) **Request for Proposal (RFP).** A solicitation issued for acquisition with an estimated value greater than the SAT that results in the award of a formal contract via negotiations.

z. **Stock Record Account Number (SRAN).** This is a 6-position number that (among other things) identifies the requesting organization on a purchase request. For AF Forms 9's, Request for Purchase, the SRAN makes up the first 6 digits of the purchase request number. A SRAN is assigned by the Management Analysis Element Branch (61st CONS/LGCPM) for each organization that submits AF 9's to 61st CONS. The requiring organization should inform LGCPM of address and functional address symbol (FAS) changes (See example on page 10-11 (11.b.1.a)).

4. Management of Local Purchases.

a. The 61st CONS, under the 61 ABG, manages the local purchase program for standard base support at Los Angeles Air Force Base according to AFI 64-109. It is primarily involved with purchasing materials, supplies, services (including construction), and information technology (IT) of a commercial nature sold in substantial quantities to the general public. These can be priced using established catalog or market prices or similar techniques and accepted by the Government without using formal quality control or inspection techniques. The Quality Assurance (QA) program set out in AFI 63-124 will be used in most cases for monitoring of service contracts.

5. Basic Advice

a. **First Priority.** Contact us. Call one of the phone numbers listed below as soon as you have an emergency, an urgent requirement, if the requirement is for a service or item that is unique, or you simply have questions. Contracting officers have several options at their disposal. However, if customers wait too long before calling their contracting officer, those options may be limited.

b. **We find contracting solutions to your acquisition problems. We can and will support all of our customers, and do it in a timely, legal manner. But, there are things you must do, too:**

- (1) Contact us early, and provide all the facts surrounding your requirement.
- (2) Get involved. Be an active member of the acquisition team. It is your requirement, and our job is to help you fulfill it without violating government contract laws, regulations, or principals.
- (3) Due to the importance and complexity of purchasing laws and procedures, we recommend that organizational commanders assign a responsible individual to prepare, process, and monitor purchase actions. Specifically, we recommend that:

- (a) The individual will be able to serve on the job for a year or more.
- (b) The individual be provided necessary training, documents, and a copy of this Customer Guide. Refer to attachment 4 for Base Supply and Contracting processes.
- (c) A file is kept on all purchase actions for record, warranty, and future reference.

61st CONS TELEPHONE DIRECTORY

Commander (CC).....	3-5082
Director of Business Operations (LGC)	3-1398
Superintendent (LGC)	3-5087
Acquisitions Flight (LGCC)	3-5114
Infrastructure Element (LGCC).....	3-5083
Base Support Element (LGCC).....	3-5088
Plans, Programs & Analysis Flight (LGCP).....	3-5115
Government-wide Purchase Card Program (LGCPG)	3-2852
Quality Assurance Program (LGCPQ)	3-0285

6. Unauthorized Commitments and Purchases.

a. Only duly appointed contracting officers acting within the scope of their appointment may obligate the Government. Sometimes Government personnel, other than contracting officers, order supplies or services from a vendor or direct a contractor to perform work not specified in a contract. This results in an unauthorized commitment. To avoid unauthorized commitments, extreme care must be used when talking to vendors. Be aware that negotiations, purchasing, renting, borrowing or arranging demonstrations on your own may lead to unauthorized commitment of funds. The individual making an unauthorized commitment may be subject to disciplinary action and personal liability, i.e., they may have to pay the contractor out of their own pocket.

b. The seriousness of acting without proper authority cannot be emphasized enough. Occasionally, 61st CONS receives a request to issue a contract to cover commitments already made by an unauthorized individual. These requests are to expedite a job, or in the opinion of the individual, cover an emergency situation. Contracting Officers are ***NOT*** empowered with the authority to cover (or ratify) such actions. An investigation is required with the report of investigation being submitted to the local commander or higher authority. The report must contain a complete chronology of events, statement of any disciplinary action taken or an explanation why none was considered necessary and a description of action taken to prevent recurrence. According to AFSPC FARS 5301.602-3(b)(3)(iii), authority to ratify unauthorized commitments involving amounts of \$2,500 or less is delegated to the Chief of Operational Contracting (COCO); amounts of \$25,000 or less is delegated to the Senior Center Contracting Official (SCCO); and the SMC Center Commanders have the authority to ratify unauthorized commitments in excess of \$25,000. Such unauthorized commitments initiated by Non-USAF personnel will be processed to the Departmental Headquarters or Agency having command authority over the individual responsible for the act. The ratification file must be reviewed by the Staff Judge Advocate to determine if it is legally sufficient. **However, no transaction will be ratified that would not otherwise have been valid if made by a contracting officer.**

7. Basis for Contract Action.

a. Each purchase must be supported by a written request for purchase. This is normally an AF Form 9, a demand card (AOX format) under automated procedures, or other prescribed forms approved by acquisition directives or the Chief of Operational Contracting. Each request must have a complete description of the item or service to be purchased, indicate when it is required and where it must be delivered. If a special justification is needed (such as brand name items, sole source buys, or priority handling), it must be included in or attached to the purchase request. Purchase request packages not containing all the required documentation will be cancelled and returned to the originating organization.

8. Required Approvals:

a. Supplies. Requests for supplies are governed by AFM 67-1, USAF Supply Manual and AFM 23-110, Standard Base Supply Customer's Guide.

b. Services. Services requests estimated at more than the Simplified Acquisition Threshold (SAT) require approval by the three-letter activity chief or higher of the requesting organization unless otherwise provided in functional area directives. When the two-letter activity chief signs as the initiator, an additional approval signature is not required. This approval authority may be delegated by the two-letter activity chief. A copy of each delegation should be sent to 61st CONS.

c. Construction. All construction requirements are processed by Civil Engineering (61 ABG/CE). All requirements must be supported by a complete contract action requirement (CAR) package and must include accurate drawings and specifications along with all approval documents. A CAR package includes the following: DD Form 1391, or for small purchases (less than \$100K) a copy of AF Form 332, funding document (AF Form 9), Government cost estimate, specifications and drawings, and CE/61st CONS requirement review checklist.

d. Information Processing Equipment. All requests must be supported by an approved Communications-Computer Requirements Document. Contact 61CS/SCXA for procedures.

9. Certification of Funds.

a. Before 61st CONS may act on a request for purchase, funds must be certified as available for purchase as outlined in AFFARS 5332.790. The Financial Management Office (SMC/FMF) normally certifies that funds are available for requests on AF Form 9. For automated requests (base supply) stock fund regulations provide guidance. In addition, bulk funding procedures exist to cover anticipated simplified acquisitions (less than \$100,000) for a specific period. Under bulk funding procedures, contact with SMC/FMFL for each individual purchase request may be eliminated. Contact SMC/FMFL or 61st CONS for advice on these procedures. See paragraph 17 (page 23) for end-of-year requests.

10. Government-wide Purchase Card (GPC) Program.

a. The use of the GPC is mandatory for all eligible and authorized Government purchases of supplies, equipment, and non-personal services up to the micro-purchase threshold of \$2,500. In some instances purchases can be made above the micro-purchase threshold. However, cardholders may only obtain these items from pre-priced contracts, and agreements and can not exceed \$25,000 per transaction. (e.g. Federal

Supply Schedule, Department of Veteran Affairs, Blanket Purchase Agreements, etc.) Contact the GPC Program Manager for instructions before making such purchases.

b. Air Force procedures require that all purchase requests for material and services that can be liquidated using the GPC must be accompanied by a letter of justification signed by the two-letter commander/director, stating why the GPC is not being utilized. A General Officer or civilian equivalent must approve this letter of justification.

c. In order to become a GPC cardholder or billing official you must attend a GPC training session (initial or refresher). Sessions are held monthly. If you need additional information about the GPC Program or training schedules, please contact LGCPG at 363-2852 or 363-0623.

11. Initiation and Submission of Purchase Requests over \$2,500.

a. Local purchase requirements for supplies are normally sent through base supply (except for medical materiel which must be sent through medical supply as defined by AFM 67-1, volume V, chapter 16). The Automated Business Services System (ABSS) is the approved system for creating and submitting AF Form 9's. All requests should now be submitted using ABSS. For instructions on how to use ABSS, please e-mail the ABSS help desk at ABSSHelpDesk@losangeles.af.mil or contact SMC/FMFX directly at (310) 363-6107 or 363-6067.

b. The following instructions are provided for preparing your AF Form 9 for submission to contracting. A sample of an Air Force Form 9 is shown at attachment 1.

- (1) To construct the 14 position purchase request number use the following information (example: F1 CONS 2029 0100):

(a) Positions 1 - 6: SRAN:

1. Type of Services - first 2 digits:

- A. FB - On line base supply/equipment
- B. FI - NAF.
- C. FL - Library.
- D. FM - On- line hospital supply and equipment.
- E. F1-F4 - Miscellaneous commodities.
- F. F5-F9 - Miscellaneous services.
- G. FH – Chapel

H. FQ – CES Construction

2. Four - position office symbol - use 0 for fill. (Note: If using 'FQ' Type of Service, then you must use 7396 as the office symbol)

(b) Position 7-10: Julian calendar date - 1 digit for year; three digits for day. (i.e., 01 Oct 2002 would be written as 2274)

(c) Position 11-14; contract line item number 0100 - 9900 (last item).

(Note: If using the 'FQ' Type of service, then you must call 61st CONS @ 363-5107 to receive this number.)

(2) AF FORM 9 PREPARATION INSTRUCTIONS -- SUPPLIES/SERVICES

BLOCK (The numbers on the left refer to the numbers on the AF Form 9 included as Attachment 1)

Using organizations submitting supply requests directly to 61st CONS on an AF Form 9 must show coordination and approval by the Chief of Supply (61 ABG/LGS), except for:

- (1) Books, periodicals, newspapers and educational videos.
- (2) Information Processing Equipment including hardware and software. 61CS will review the purchase request to ensure it identifies an approved Communications- Computer Requirements Document (CSRD) number, conforms to the technical solution, and does not exceed approved dollar limitations. Drafters will be responsible for including all the required information when submitting the document in ABSS. If these items are not included the document will be disapproved, discrepancies identified, and returned to draft status in ABSS for customer corrections.
- (3) Cylinder rental, incidental to the purchase of medical or industrial gases.
- (4) Ecclesiastical supplies.

Other requirements authorized by applicable directives for direct requisitioning through 61st CONS. (These requirements must be coordinated with the Chief, Acquisitions Flight before requests are processed).

INSTRUCTIONS

- 1 Enter your purchase request (PR) number. See paragraph 11 b above for detailed procedures for constructing your purchase request number.

- 2 DATE: Enter the date you prepared the PR.
- 3 INSTALLATION: Self Explanatory.
- 4 TO: Use the following Functional Address Symbols (FAS) when submitting your AF 9's:
- b. 61st CONS/LGCC (Infrastructure Element) For all AF Form 9's for the purchasing of maintenance, repair, and alteration of real property.
 - c. 61st CONS/LGCC (Complex Services Branch). For all AF Form 9's for the purchasing of services, equipment maintenance and repair other than construction.
 - d. 61st CONS/LGCC (Simplified Acquisition Branch). For all AF Form 9's for the purchase of supplies and equipment items.
 - e. 61st CONS/LGCPM (Management and Analysis Branch). For all other AF Form 9's.
- 5 THROUGH: The appropriate budget and accounting and finance office.
- 6 FROM: Enter the organization and office symbol of the requesting office, include the name, grade and phone number of the person responsible for the request.
- 7 PURCHASED FOR: Use your complete organizational address. For example: 61st CONS, Bldg 212, Room 107A, LAAFB
- 8 FOR DELIVERY TO: Enter your geographical address:
- 61st CONS
400 North Douglas Street, Room 107A
El Segundo, CA 90245-4640
- 9 PRIORITY: Leave this area blank. 61st ST CONS will assign the correct priority based on the justification supplied. The priority levels for supply type items are: priority 1-3 (6 days to complete), priority 4-8 (9 days to complete), priority 9+ (15 days to complete). Most actions are classified as priority 9+. The priority levels for services and construction are: priority 1-3 (10 days to complete), priority 4-8 (14 days to complete), priority 9+ (30 days to complete). A formal solicitation (synopsis required); priorities 1-15 (84 days to complete). The priority level for complex or negotiated services; priority 25 (102 to complete). The priority levels for major services are; priority 26 (151 days to complete), priority 27 (186 days to complete), priority 28 (212 days to complete). AFCSM 64-333, vol. 2

- 10 NOT LATER THAN DATE: Enter the required date, commensurate with your priority designator. This date is the precise latest delivery date that supplies or services are required considering the contracting lead times referenced in paragraph 12 (page 16).
- 11 ITEM NUMBER: See paragraph 11 b (c) above.
- 12 STOCK NUMBER: Enter the valid stock number, up to 15 positions, consisting of the four-position stock class, followed by the two to eleven positions national or local item identification number (LIIN). Do not leave spaces between the stock class and the LIIN.

EXAMPLES:

- a. National Stock Number: 4710006521083
- b. Local item ID Number: 5630L00001
- c. "P" Type Stock Number: 5630P386
using the part number or model number of the item requested.
- d. Services Stock Numbers: J05298
- e. Construction Stock Number: Z11198

NOTE: If you need assistance in identifying a previously assigned stock number, or in assigning a new stock number for a commodity, contact the Research Section of Base Supply. For help in identifying stock numbers for services and construction contact our Simplified Acquisition Branch in Operational Contracting at extension 3-5088. Customers needing a copy of the PSC and Suffix listing may contact 3-5110 and request a copy. Contracting does not have the authority to assign a stock number when you omit them.

- 13 Description of the Material or Services to be purchased. If you are requesting any purchase other than repair services, write out your requirement as clearly as possible, including all details which might be pertinent for contracting. (See paragraph 14 (page 17-19) for information on purchase descriptions for commodity type items.) It also helps if you include a suggested source for the item or service. If your requirement is for a supply type item, you must coordinate with the Chief of Base Supply as outlined in section 11, paragraph b on page 15.

a. For Services and Construction requirements:

- 1. Include the following statement for Service requirements: **SERVICES NONPERSONAL** - to furnish all labor, tools, equipment, materials and the transportation necessary to ..." (list type of services needed such as " repair office copier". The description must be in sufficient detail to assure purchase of precise services required. When the SOW or specifications

(Performance Work Statement - PWS) are prepared as an attachment, just make reference to them by title, number and date. According to AFM 63-124, a **PWS** is a document that accurately describes a service in terms of output requirements and the required quality level or standard of acceptable performance of those outputs.

2. The name of the item, serial number, part number, and other identifying information such as manufacturer, model, style, voltage, cycle, dimensions, number of drawers or doors, etc. Be sure to describe needed repairs or details about the failure in enough detail so the Air Force won't have to pay for excessive contractor time spent in identifying malfunctions you already know about. We can't accept terminology such as "broken", "will not work", etc. Also include the date the warranty expires if you know it.
3. Certify Government repair capabilities are not available.
4. State whether or not on-site repair is required. If so, make sure you have included the building and room where the item is located. Also, list the person to contact and their phone number.
5. State the original acquisition cost of the item being repair.
6. Enter the Maximum Repair Allowance (MRA). This is generally 75% of the acquisition cost, less previous repairs.
7. State the estimated repair cost. This should be based on your personal knowledge, previous repairs or any other information. Don't use the MRA as this estimate.
8. Include your requested repair source.

14 QUANTITY: Enter your desired quantity.

15 UNIT OF ISSUE: Enter an authorized two character unit of issue designator. The following examples are commonly used U/I designators:

AT Assortment	LB Pound
	LI Liter
BF Board Foot	LO Lot
BG Bag	
BK Book	MO Month
BL Barrel	
BT Bottle	OZ Ounce

BX Box	PG Package
CD Cubic Yard	PL Pail
CF Cubic Feet	PK Pack
	PR Pair
DR Drum	PT Pint
DZ Dozen	
	QT Quart
EA Each	
EN Envelope	RM Ream
	RO Roll
FT Foot	
	SE Set
IN Inch	SF Square Foot
	SH Sheet
	SY Square Yard
	YD Yard

- 16 thru 18 ESTIMATED UNIT, ESTIMATED TOTAL & TOTAL AMOUNT: Self Explanatory. Ensure sufficient funds are provided otherwise your request will be delayed until funds are provided.
- 19 thru 26 Self Explanatory.
- 27 thru 28 To be completed by the person who is authorized to cite this fund cite. Please provide 61st CONS with a copy of the authorization document, i.e. AF Form 616 or MIPR.

c. Requests for services will be submitted on AF Form 9's with specifications and drawings or a purchase description, as appropriate. Certain requests for services, including rental, require submittal through the functional office of primary responsibility (OPR). If submitted by the requiring activity, the purchase request must show written evidence that the requirement has been coordinated with the functional OPR. The following table lists commonly purchased supplies and services which must be submitted through the functional OPR:

<u>REQUIREMENT</u>	<u>OPR</u>
Printing, Rental and contract maintenance of printing equipment including copiers.	61 CS/SCSM
Transportation services including repair of Air Force registered vehicles and all vehicle lease/rentals.	61 ABG/LGT
Housing Maintenance (Requires AF Form 332)	61 ABG/CEH
Educational services	61 MSS/DPE

Janitorial services (Requires AF Form 332)	61 ABG/CEE
Audiovisual services	61 CS/SCS
Carpet or drape purchase or installation	61 ABG/CE
Purchase, rental, maintenance of all Information Systems Resources (including ADP hardware, software and word processing equipment).	61 CS/SCX
Supply type items other than listed above.	61 ABG/LGS

Note: This list is illustrative and is not intended to cover all requirements or situations.

d. Requests for minor construction and facilities maintenance will be submitted to 61st CONS only by 61 ABG/CE and will include plans, specifications, drawings and independent government estimates.

e. For requests funded entirely with nonappropriated funds, approval(s) and fund certification will be as directed by AFI 64-301.

f. For all purchase request returns and cancellations, 61st CONS will return your document using AFMC Form 568 or other appropriated means, which will explain in detail the reasons for the return.

12. Required Delivery Date (RDD).

a. Each nonautomated purchase request (AF Form 9) must show the date the delivery of the item or performance of the service is required (for recurring services, the date the new contract is to start or option period). When setting this date, consider the actual needs of the organization and the average Contracting Administrative Lead Time (CALT). The following table shows the average time it takes to award a contract from receipt of a purchase request by 61st CONS.

<u>TYPE OF ACQUISITION</u>	<u>DOLLAR THRESHOLD</u>	<u>CALT (CALENDAR DAYS)</u>
Supplies (Standard Commercial)	Less than \$100,000	15
	Over \$100,000	120
Services	Less than \$100,000	15
	Over \$100,000	150
Construction	Less than \$10,000	30
	\$10,000 to \$50,000	45
	\$50,000 to \$100,000	90
	Over \$100,000	120

Note: These are average times for competitive requirements that are handled using other than formal source selection procedures and delays may occur due to problems in the bidding/proposal process or through mandatory coordination with other agencies (such as the Small Business Administration or the Department of Labor) or from a number of other causes. Always consider lead time when setting the required delivery date.

13. Walk-through/Special Project Procedures.

a. When the nature of the requirement warrants, procedures exist for 61st CONS to by-pass its normal automated processing and walk the request immediately to a buyer, PCO, or the 61st CONS front office. "This walkthrough" procedure can disrupt the normal flow of business in contracting, is more costly, and can result in higher contract prices due to the reduced time for seeking competitive quotes. Therefore, the walk-through procedure is used only for extraordinary requirements involving "mission-essential" support, emergency protection of Government property and facilities, correction of an unsafe condition affecting personnel health and welfare, or requests from medical activities that are directly related to patient health and care. Such requests must be accompanied by a Mission GPC Statement that explains what damages will result if the required delivery date cannot be met. The statement must clearly show the circumstances that demand emergency handling by contracting, and must be signed by the two-letter activity chief of the requesting activity (or designee when specifically authorized by other directives, such as AFM 67-1, volume V, for medical requests). Requirements received without the appropriate urgency justification will be processed as routine.

14. Purchase Descriptions.

15. Federal Information Processing (FIP) Equipment.

a. FIP acquisitions are handled using different procedure than other contract actions. The Federal Acquisition Regulation (FAR Part 39) and OMB Circular No. A-130 outlines mandatory policies and procedures that apply when FIPS resources are being procured. The following information provides you with a guide for determining what paperwork is required for each of the various levels, complexities and contract types most often used by 61st CONS.

• Dollar Thresholds:

Open Market:	Under \$50,000.00
GSA Schedule:	Under \$500,000.00 (Hardware)
	Under \$500,000.00 (Software)

b. Basic Documentation Required:

- (1) **AF Form 9.** An AF Form 9 is used for all equipment, software, or maintenance requests. 61CS/CC will review the purchase request to ensure it identifies an approved Information Technology (IT) Requirements Document number, conforms to the technical solution, and does not exceed approved dollar limitations. Drafters will be responsible for including all the required information when submitting the document in ABSS. If these items are not included the document will be disapproved, discrepancies identified, and returned to draft status in ABSS for customer corrections. Your AF Form 9 needs to include a non-restrictive description in sufficient detail so we are able to purchase your items for you.
- (2) If your requirement can only be satisfied by the purchase of a single manufacturers item, even if it's available from more than one distributor, you are not allowing for full and open competition and the FIRM requires specific justification.
 - (A) For purchases less than \$100,000 use a sole source/specific make and model justification letter as outlined in the paragraph 14d (page 18-19) of this guide.
 - (B) For purchase in excess of \$100,000 a justification review document prepared in accordance with OMB Circular No. A-130 must accompany each requirement. If you get us involved early in the requirements definition phase we will be in a better position to lend a hand.

c. Other Information that May be Useful

1. FIP is competed when the value exceeds \$2,500. 61CS has developed a Base Network Simplification and Standardization Plan (BNSSP) to streamline technical solutions for acquisition of Information Technology hardware, software, and peripheral components. The BNSSP includes product specifications and cost for equipment that meets or exceeds local information systems architectural guidelines. In most cases multiple offerings of similar products are included to further the purchasing effort. Customers can use the BNSSP to develop solutions then include it for review in the CSRD approval process. Any equivalent products offered by vendors will require technical evaluation by the 61 CS/SCXP. A written technical analysis listing the products that meet the government's minimum needs will be provided to contracting.
2. Software Licenses. Proprietary software can require a signed license agreement. Submit these licenses to contracting. A contracting officer to be valid MUST return licenses to the contractor. ***THE CUSTOMER IS NOT LEGALLY AUTHORIZED TO SIGN SOFTWARE LICENSE AGREEMENTS.***

3. GSA Purchases.

- (A) GSA items are competed when the value of the requirement exceeds \$2,500. If competition is required, we will seek equivalent products that are available from other GSA nonmandatory schedule contracts.
- (B) GSA purchases requests in excess of \$100,000 are handled the same as paragraph (A) above except that if the purchase is for a specific make and model (software or hardware) the purchase request must include a Justification Review Document required by FAR 13.
- (C) Maintenance Contracts. The same open market and GSA purchasing guidelines listed above cover maintenance agreements for FIP. Requests must be submitted in a timely manner, with serial numbers on all equipment. If the equipment has been covered in the past, the previous year's contract number is also required. The PR receipt date in 61st CONS is the earliest date the maintenance may begin. ***ANY SERVICES RECEIVED PRIOR TO CONTRACT START DATE IS CONSIDERED AN UNAUTHORIZED COMMITMENT REQUIRING RATIFICATION.*** This applies to both hardware and software. Refer to attachment 2 for dates that a complete acquisition package must be received and accepted in 61st CONS.

16. Service Contract Requirements.

Service contract requirements are governed by regulations and Federal statutes that do not affect other requirements. Consequently, additional demands are placed on the requestor to get contracting action started.

a. **Personal versus Nonpersonal Services.** Oversimplified, a personal service contract sets up an employer-employee relationship between the Government and a contractor, while a nonpersonal service contract describes a particular job to be done and leaves supervision, work scheduling, etc., to the management of the contractor. A purchase request for services must describe the requirement in enough detail to let a contracting officer determine in which category the service falls. This applies to all service requests regardless of dollar amount.

b. **Services Estimated to Cost More Than \$2,500.** On these actions, Federal statute requires contracting to notify the Department of Labor at least 30 days before soliciting prices from potential contractors. Your request shall include a list of the number and job titles of the personnel needed to perform the services if government civilian labor were used. This requirement doesn't apply to maintenance and repair of commercially available office equipment. (Services Contract Act of 1965, FAR 37.107).

c. **Services Estimated To Cost More Than \$100,000.** For these requirements, AFM 63-124 gives direction on Quality Assurance Evaluation and Quality Assurance Surveillance Plans. Contact 61st CONS when assistance is needed.

- (1) Mark PRs for construction and services which exceed \$50,000 "FOR OFFICIAL USE ONLY" and file with bids until bid opening, if the PR reflects the Government Estimate.
- (2) If the PR is subject to availability of next fiscal year funds or next quarter year funds, certification as appropriate is required on the PR itself.
- (3) Quality Assurance Personnel (QAP's) are required on all service contracts over \$100,000 annually, unless exempted by AFM 63-124. If a QAP is required, the following actions are required to be included along with the PR: A nomination/appointment letter for a primary and alternate QAP, and a Quality Assurance Surveillance Plan that explains how the QAP will perform surveillance of the contractors work (AFM 63-124). If the contract is exempted, submit a letter along with your PR appointing an individual as the contract monitor and include the method of inspection that will be used to ensure the government receives what they contracted for. As a minimum, this should be in the form of a checklist.

d. **Continuing (Recurring) Service Requirements.** Some services must, by their nature, continue for an indefinite period (such as janitorial and refuse collection). These contracts must be renewed periodically, with a purchase request supporting each renewal. Depending on the service, the purchase request must reach 61st CONS (after going through the normal processing chain) from **60 to 120** days before the current contract expires. Contracting will attempt to notify requestors well in advance that a contract is expiring, but the primary responsibility for timely submission of a request for service continuation rests with the requesting activity. Failure to send a proper purchase request to 61st CONS in time to allow the follow-on contract to be awarded could result in a break in contract coverage and a period during which the service would not be performed. Purchase requests received in 61st CONS too late to allow normal processing of the requirement must be accompanied by a letter explaining the delay, and signed by the two-letter activity chief.

e. **Suggested Sources.** Requesters are required to submit at least one (1) source with the AF Form 9. These sources must be verified to ensure that the company currently provides that services. This will ensure that your request will be processed expeditiously.

f. **Quality Assurance Evaluator Training.** The point of contact for QAP training is QA Program Coordinator, 363-5669, or Chief, Plans, Programs & Policy Flight at 363-5115. There are 2 phases of QAP training required. Initial Phase I training is a one time requirement for all QAPs. This is a one week class and is held approximately once a month. Phase II is for each individual contract. This is a 1-3 hour training with the contract administrator. Phase III training is an annual refresher that lasts 2-3 hours and is required only for contracts under the previous regulation, AFMAN 64-108. The new

regulation, AFI 63-124, does not require Phase III training. A nomination/appointment letter signed by the 61 ABG/CC must be received at Operational Contracting for each newly assigned QAP. Samples of the appointment letter can be obtained from the QA Program Coordinator, at 363-5669.

17. End-of-Fiscal-Year Requests.

a. Requests citing current fiscal year funds must be received in 61st CONS in time to allow obligation (completion of the purchasing cycle) by 30 September. For service requirements over \$2,500, **obligation may be jeopardized if the purchase request is received in contracting after 30 June.** See attachment 2.

b. Requests for recurring requirements (see paragraph 11 d) that must begin or are renewed on 1 October must be routed through SMC/FMB several months prior to the end of the fiscal year. In this case, SMC/FMB may issue a contemplated certification that funds are programmed for the ensuing fiscal year and are reasonably expected to be available on 1 October.

18. Useful information for completing AF Form 9.

a. Main reasons for the return of AF Form 9's:

1. Inadequate Item or Service Description. An adequate description of the goods or services required is essential to a speedy acquisition of a quality product.
2. Sole Source/Brand Name Justification Letter is Required. The Competition in Contracting Act of 1984 mandates full and open competition in satisfying Government requirements valued in excess of \$2500. As a result, you must state why the requested source/item is the only one that will satisfy your requirement.
3. Written Certification of No Ozone Depleting Substances (ODS) or Waiver. Your AF Form 9 is required to state that the contractor is not required to provide an ODS in the performance of the contract.

"I have reviewed the requirements, including available technical documentation, and believe it does not require the contractor to use Class I Ozone Depleting Chemicals (ODCs) in the performance of the Contract, nor does it require delivery of a separately identifiable Class I ODC as an item supply or as a part of any service."
4. Item must be purchased on GPC if the requested item is less than \$2500.

19. References Used.

The following publications are referenced in this regulation and provide additional guidance:

- a. AFI 64-109, Local Purchase Program.
- b. AFI 64-117, GPC Program (**DRAFT**, current as of 28 Jan 98)
- c. AFI 64-301, Nonappropriated Fund Contracting.
- d. AFM 67-1, USAF Supply Manual.
- e. AFM 67-23, Standard Base Supply Customer's Guide.
- f. AFM 63-124, Base Level Service Contracts.
- g. AFR 400-28, Base Level Service Contracts.
- h. Federal Acquisition Regulation (FAR) 6.3, Justification Review Document.
- i. AF FAR Supplement.

20. Code of Conduct-Ethics.

a. DODD 5500-7, *Standards of Conduct*; and Federal Acquisition Regulation (FAR) Part 3 provide detailed guidance on what is expected of DOD personnel. Acceptance of gifts or favors may well result in criminal prosecution. A small minority of contractors and potential contractors are willing to advertise the fact that a favor in the "right hand" will produce business. Whenever a gratuity is delivered to you (i.e., left on your desk, front porch, or in your car, etc.) if you can return it - DO SO! If not, turn it over to your supervisor along with your suspicions. Play it safe! Whenever you are in doubt, call the Base Legal Office.

21. Geographic Area of Responsibility.

a. 61st CONS will provide contracting support to organizations (host and tenant), their subordinate units and other organizations covered by support agreements, which are physically located at Los Angeles AFB, CA., including San Pedro, Lawndale Annex Facilities, and the South Bay.

ATTACHMENT 1

REQUEST FOR PURCHASE				NO. F500CON3020100 (1)	
INSTALLATION LOS ANGELES AFB, CA (3)				DATE 20020724 (2)	
TO: CONTRACTING OFFICER 61st CONS/LGCP (4)				CLASS 7030	
THROUGH: 61st CONS/LGCB (5)				CONTRACT, PURCHASE ORDER OR DELIVERY ORDER NO	
FROM: (Insert RC/CC, if applicable) 61st CONS/LGC (6)					
IT IS REQUESTED THAT THE SUPPLIES AND SERVICES ENUMERATED BELOW AND IN THE ATTACHED LIST, BE					
PURCHASED FOR 61st CONS/LGCP (7)			FOR DELIVERY TO 61st CONS/LGCP, 2420 Vela Way, Ste 212E (8)		NOT LATER THAN 20021001 (9)
ITEM	DESCRIPTION OF MATERIAL OR SERVICES TO BE PURCHASED	QUANTITY	UNIT	ESTIMATED UNIT PRICE	ESTIMATED TOTAL COST
1 (10)	This document is to provide funds for a vendor to furnish all labor, materials, equipment, transportation, and perform all operations (11) necessary. Period of Performance 01 OCT 02 - 30 Sep 03 "Put the "Class I Ozone Depleting Chemicals (ODCs)" statement in this area	(12) 12	mo (13)	\$52.00 (14)	\$624.00
TOTAL					\$624.00
PURPOSE Maintenance for ADPE equipment (15)					
DATE	TYPED NAME AND GRADE OF REQUESTING OFFICIAL	SIGNATURE			
		TELEPHONE NO			
DATE	TYPED NAME AND GRADE OF APPROVING OFFICIAL	SIGNATURE			
I certify that the supplies and services listed above and in the attached list are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been committed					
ACCOUNTING CLASSIFICATION				AMOUNT	
DATE	TYPED NAME AND GRADE OF CERTIFYING OFFICIAL	SIGNATURE			

AF FORM 9, 19770301 (IMT-V1)

ATTACHMENT 2

MEMORANDUM FOR ALL SMC TWO & THREE LETTER OFFICES

FROM: SMC/PK

SUBJ: End of Fiscal Year Planning and Contracting Lead Time (Operational Contracting) - ACTION MEMORANDUM

1. It's again that time of year to provide all our customers with realistic submission dates for your Fiscal Year-end requirements. Strict adherence to these dates will ensure that awards are processed economically, efficiently and successfully without possible interruption or delay in service.

2. Your planning should begin now with a comprehensive review of all your remaining requirements to be put on contract before 30 Sep XX. We encourage you to submit complete Contract Action Requirement (CAR) packages as soon as possible. Accurate drawings and specifications for construction requirements are required to ensure adequate project reviews. Services will require the submission of either a performance work statement (PWS) with related documentation or a statement of work (SOW). Automated Data Processing Equipment will require complete, accurate items descriptions, and Sole Source Justifications and, for buys over \$100,000, an approved Justification and Approval (J&A), when appropriate. Early submission will allow us to provide maximum support through preliminary planning and coordination.

3. A complete acquisition package (all deficiencies identified on previous reviews corrected), including a certified purchase request, must be received and accepted in 61st CONS not later than the following dates: (Note: The requester is reminded that the Defense Accounting Office will require a few days to certify the purchase request document. Any requirement accepted after the cut-off date must be supported by a mission impact statement signed by your two-letter organization commander or designee).

a. **Automated Data Processing Equipment** (*Hardware and Software*)

Open Market (Over \$100,000)	13 Jun XX
Open Market (\$2,500 - \$100,000)	15 Aug XX
Open Market, less than \$2,500 (routine)	29 Aug XX
Open Market, less than \$2,500 (priority w/ltr)	15 Sep XX
GSA, Desktop IV, Lapheld II	29 Aug XX
Recurring Maintenance/Service for <u>01 Oct</u> start (Including engineering support & MISTS)	01 Aug XX

b. **Systems Furniture** - All

27 Jun XX

c. **Construction Requirements** (*Funded*)

Over \$100,000	13 Jun XX
Between \$2,500 & \$100,000	15 Aug XX
Less than \$2,500	29 Aug XX

d. **Construction Requirements** (*Unfunded/Straddle Bid*)

Regardless of Amount	11 Jul XX
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e. **Services Requirements**

Over \$100,000	13 Jun XX*
Between \$2,500 and \$100,000	11 Jul XX*
Less Than \$2,500	29 Aug XX*
Recurring Maintenance/Service <u>(01 Oct Start Date)</u>	01 Aug XX

* Any known or recurring requirement for open market services involving laborers and mechanics will require an additional 30 days to allow for notification of the Department of Labor.

f. **Commodities Requirements:**

Open Market (Over \$100,000)	13 Jun XX
Open Market (\$2,500 - \$100,000)	15 Aug XX
Open Market, less than \$2,500 (routine)	29 Aug XX
Open Market, less than \$2,500 (priority w/ltr)	15 Sep XX
GSA	29 Aug XX

g. **GPC Program:**

4. Historically, Fall Out Funds become available during the last 7-10 days of the fiscal year. This leaves Operational Contracting little time to process requests and obligate funding by 30 September. As a result of this timing, purchases utilizing this method of funding must be restricted to those items/services that are either available through GSA or fall under the small purchase threshold of \$100,000. Compliance to either of those criteria will not automatically ensure acceptance of your purchase request. The determining factor will be priority and existing workload. Acceptance will be made on a case-by-case basis.

5. I solicit your help to ensure that your funds are obligated as early in September as possible to preclude any last minute deluge that could result in lost funding. If you have any questions, please contact 61st CONS at extension 3-5082 or 3-5087.

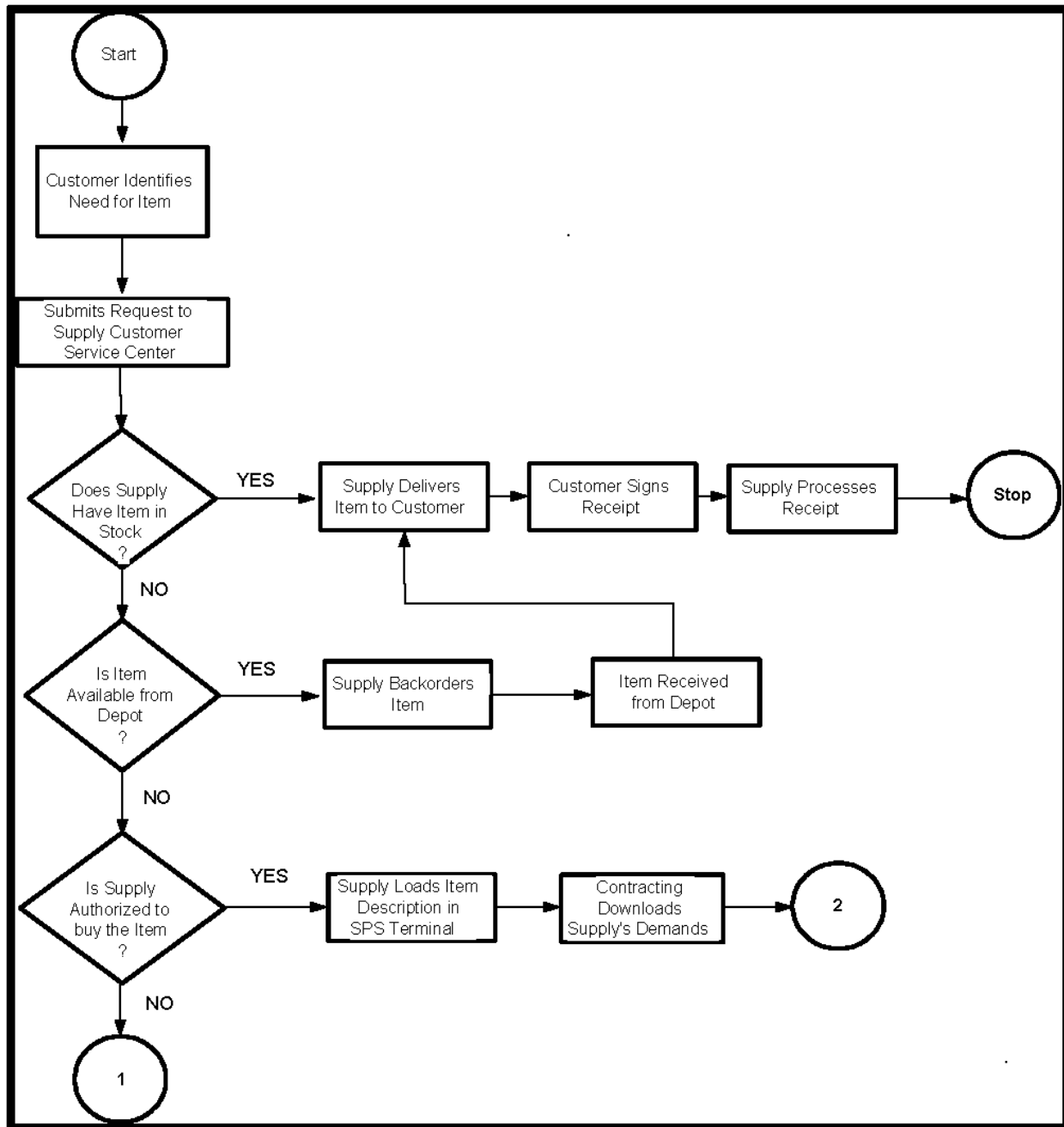
ATTACHMENT 3

MATERIAL INSPECTION AND RECEIVING REPORT										Form Approved OMB No. 0704-0248	
The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0248), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.											
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ADDRESS. SEND THIS FORM IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED IN THE DFARS, APPENDIX F-401.											
1. PROCUREMENT INSTRUMENT IDENTIFICATION (CONTRACT) NO.				ORDER NO.		6. INVOICE NO./DATE		7. PAGE OF		8. ACCEPTANCE POINT	
2. SHIPMENT NO.		3. DATE SHIPPED		4. B/L TCN			5. DISCOUNT TERMS				
9. PRIME CONTRACTOR CODE				10. ADMINISTERED BY CODE							
11. SHIPPED FROM (If other than 9) CODE				FOB:		12. PAYMENT WILL BE MADE BY CODE					
13. SHIPPED TO CODE				14. MARKED FOR CODE							
15. ITEM NO.		16. STOCK/PART NO. <i>(Indicate number of shipping containers - type of container - container number.)</i>			17. QUANTITY SHIP/REC'D*		18. UNIT	19. UNIT PRICE		20. AMOUNT	
21. CONTRACT QUALITY ASSURANCE a. ORIGIN <input type="checkbox"/> CQA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> DATE _____ TYPED NAME: _____ TITLE: _____ MAILING ADDRESS: _____ COMMERCIAL TELEPHONE NUMBER: _____ </div> <div style="width: 45%;"> SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE DATE _____ TYPED NAME: _____ TITLE: _____ MAILING ADDRESS: _____ COMMERCIAL TELEPHONE NUMBER: _____ </div> </div>							22. RECEIVER'S USE Quantities shown in column 17 were received in apparent good condition except as noted. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> DATE RECEIVED _____ TYPED NAME: _____ TITLE: _____ MAILING ADDRESS: _____ COMMERCIAL TELEPHONE NUMBER: _____ </div> <div style="width: 45%;"> SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE * If quantity received by the Government is the same as quantity shipped, indicate by (X) mark; if different, enter actual quantity received below quantity shipped and encircle. </div> </div>				
23. CONTRACTOR USE ONLY 											

ATTACHMENT 4

Page 1

THE SUPPLY PROCESS



ATTACHMENT 4

Page 2

THE CONTRACTING PROCESS

